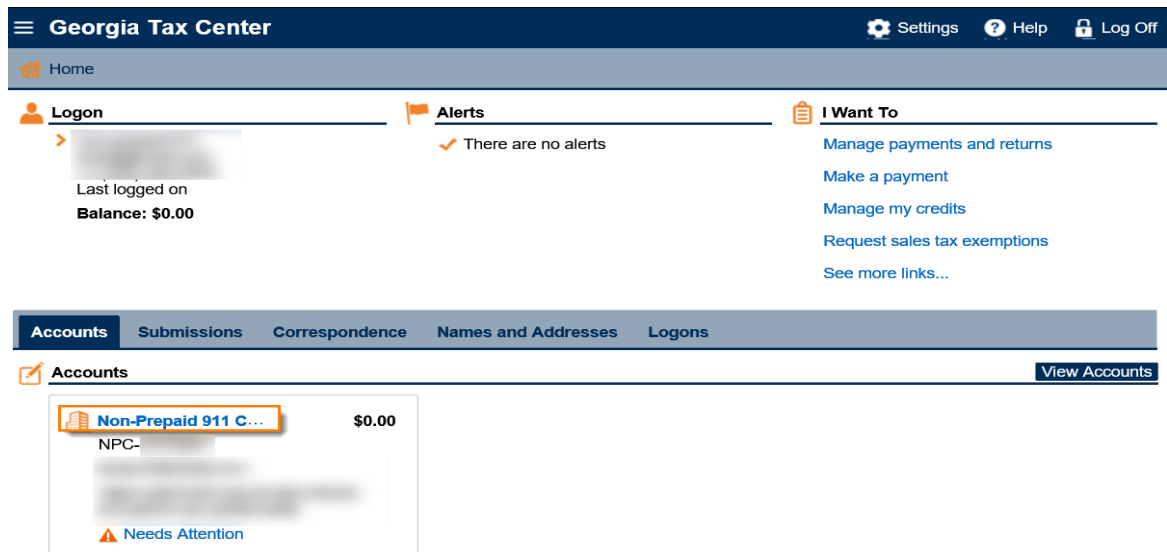


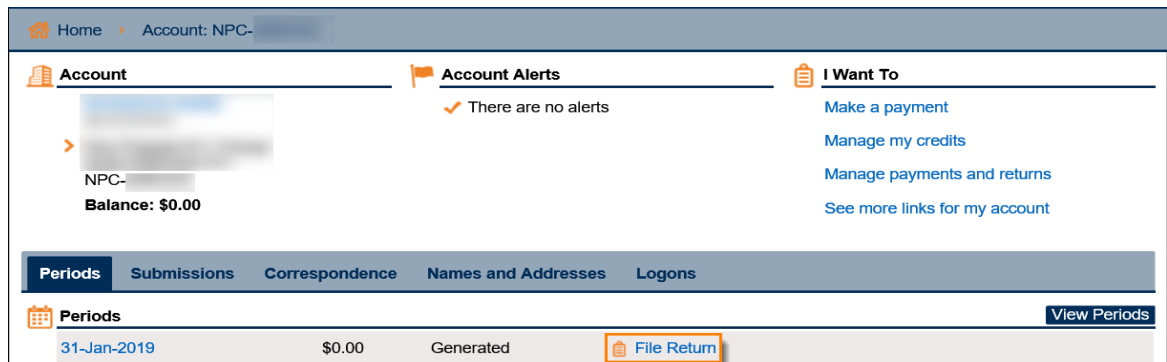
The following documentation provides information on how to file a Non-prepaid 911 Charge account return on Georgia Tax Center (GTC).

1. Navigate to the GTC website (<https://gtc.dor.ga.gov>), and log into your account.
2. Under the **Accounts** tab, click the **Non-prepaid 911 Charge** hyperlink.



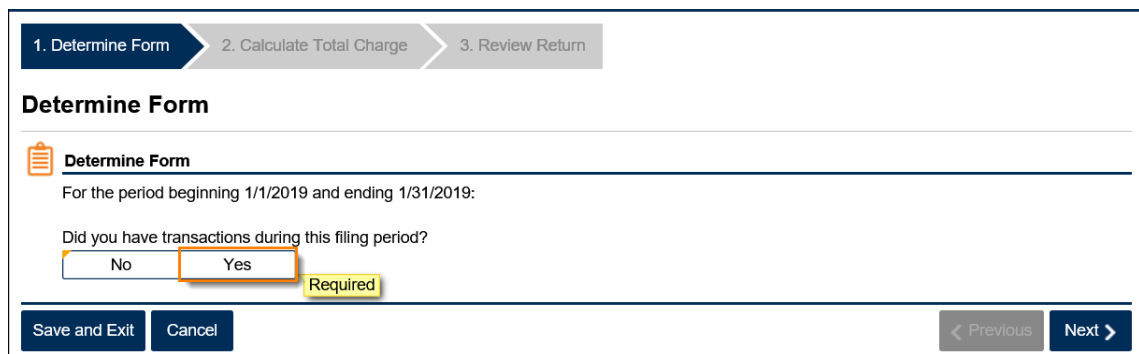
The screenshot shows the Georgia Tax Center homepage. The top navigation bar includes links for Home, Settings, Help, and Log Off. Below the navigation bar, there are three main sections: Logon, Alerts, and I Want To. The Logon section shows the user's last logged on time and balance (\$0.00). The Alerts section shows that there are no alerts. The I Want To section lists various actions like Manage payments and returns, Make a payment, Manage my credits, Request sales tax exemptions, and See more links... Below these sections, there is a tabbed interface with Accounts, Submissions, Correspondence, Names and Addresses, and Logons. The Accounts tab is selected, and it shows a list of accounts. One account, Non-Prepaid 911 Charge, is highlighted with a red box. This account has a balance of \$0.00 and a status of Needs Attention.

3. Locate and click the **File Return** hyperlink for the applicable tax period.



The screenshot shows the Georgia Tax Center account page for the account NPC-. The top navigation bar includes links for Home, Account Alerts, and I Want To. Below the navigation bar, there are three main sections: Account, Account Alerts, and I Want To. The Account section shows the account's balance (\$0.00) and a status of Needs Attention. The Account Alerts section shows that there are no alerts. The I Want To section lists various actions like Make a payment, Manage my credits, Manage payments and returns, and See more links for my account. Below these sections, there is a tabbed interface with Periods, Submissions, Correspondence, Names and Addresses, and Logons. The Periods tab is selected, and it shows a list of periods. One period, 31-Jan-2019, is highlighted with a red box. This period has a balance of \$0.00 and a status of Generated. A red box highlights the File Return button next to this period.

4. Click **Yes** to “Did you have transactions during this filing period?”




The screenshot shows the Georgia Tax Center 'Determine Form' step. The top navigation bar includes links for 1. Determine Form, 2. Calculate Total Charge, and 3. Review Return. Below the navigation bar, there is a section titled Determine Form. This section contains a question: "Did you have transactions during this filing period?". There are two radio buttons: No and Yes. The Yes button is selected and highlighted with a red box. A yellow box highlights the Required label next to the Yes button. At the bottom of the section, there are buttons for Save and Exit, Cancel, Previous, and Next.

5. Click *No* to “Do you have an Excel return you would like to import?” Click the **Next** button.

1. Determine Form

Determine Form

 **Determine Form**

For the period beginning 1/1/2019 and ending 1/31/2019:

Did you have transactions during this filing period?

Do you have an Excel return you would like to import?

Required

6. Fill out the table to report the charges you are remitting. Click the **Next** button.

1. Determine Form
2. Calculate Total Charge

Calculate Total Charge

- Jurisdiction - Select the jurisdiction (county or city) from the dropdown box.
- Unit Type - Select the unit type for the selected jurisdiction. If you are reporting more than one unit type in a jurisdiction, use multiple rows with the same selected jurisdiction.
- Total Units - Enter the total units for the selected jurisdiction and unit type.
 - Report units for the jurisdiction to which the unit is attributable, regardless of whether that jurisdiction is part of a multi-jurisdictional 911 system or authority.
 - Each unit can only be attributed to one jurisdiction. Do not report the same unit on multiple rows.
- Exempt Units - Enter the number of exempt units for the selected jurisdiction and unit type.

	Jurisdiction	Unit Type	Total Units	Exempt Units	Chargeable Un	Rate	Charge

7. Review the return. Click the **Submit** button.

1. Determine Form
2. Calculate Total Charge
3. Review Return

Review Return

Non-Prepaid 911 Charge Return Review

Review your request and click Submit to continue.

Charge Detail

1. Total Units	<input type="text"/>
2. Total Exempt Units	<input type="text"/>
3. Total Chargeable Units	<input type="text"/>
4. Unit Rate	<input type="text" value="1.50"/>
5. Total Charge	<input type="text"/>
6. Vendor's Compensation	<input type="text"/>
7. Total Amount Due	<input type="text"/>
8. Due Date	<input type="text" value="20-Feb-2019"/>

- Click **Yes** to confirm the return is true, complete, and ready to be submitted.

✕

By clicking "Yes", you are certifying that this return, including schedules or statements, has been examined by you and is to the best of your knowledge and belief, a true and complete return made in good faith for the return period.

Are you sure you want to submit this?

A confirmation page will appear with a confirmation number for the return. If a payment is due, it can be made from this screen.

- Click the **Make a Payment** button at the bottom of the confirmation page.

Confirmation

Submission Information

Ligon	
Status	Submitted
Confirmation Number	
Taxpayer Name	
Federal Employer ID #	
Non-Prepaid 911 Charge	NPC-
Submission Title	Return for 31-Jan-2019
Filing Period	31-Jan-2019
Submitted	26-Dec-2018
Total Amount Due	\$

Your return for 31-Jan-2019 has been submitted.

This will be posted to your account after your request is processed in the next couple of days.

Your confirmation number is . If you have any difficulties, or you would like some help then please contact us at 1-877-GADOR11 (1-877-423-6711).

Your return indicates that a payment of \$ is due. Your payment must be received by the due date to avoid incurring interest. You can make a payment now by clicking "Make a Payment".

If you also sell prepaid wireless services, you are required to remit prepaid wireless 911 charges, as defined in O.C.G.A. § 46-5-134.2, to the Department of Revenue under a different account type. You can register for a Prepaid Wireless 911 Charge account by clicking on the "Register a New Tax Account" link from your GTC home page.

- Fill out the banking information under the **Payment Channel** section. Confirm the dollar amount of the payment under the **Payment** section. Click the **Submit** button.

Period

NPC-

31-Jan-2019

Payment Channel

Type
Direct Debit - US Bank

Bank Account Type
Required

Routing Number
Required

Account Number
Required

Confirm Account Number
Required

Save this payment channel for future use

Payment

Payment Type
Return Payment

Payment Date
26-Dec-2018

Amount
Required

Confirm Amount
Required

- Click the **Yes** button to submit the payment.

✕

Are you sure you want to submit this?

Yes
No

A confirmation page will appear with a confirmation number for the payment. Click the **OK** button.

📄 **Confirmation**

Submission Information

Ligon	Submitted
Status	
Confirmation Number	
Taxpayer Name	
Federal Employer ID #	
Non-Prepaid 911 Charge	NPC-
Submission Title	Return Payment for \$
Filing Period	31-Jan-2019
Submitted	26-Dec-2018
Payment Amount	\$

Please review the payment request information below for your payment to the Department of Revenue.
You may want to print a copy for your records.

Your payment request confirmation number is

Paid For:

Paid From:

Payment Amount:

Payment Date: 26-Dec-2018

Submitted Date: 26-Dec-2018

This is only the payment request. It is your responsibility to review your bank statement to confirm that this transaction was successful.

OOPS? If you want to make a change, it is not too late. While a payment is still pending, you can return to your account, cancel the payment, and make a new one.

If you have any questions, please contact us at 1-877-GADOR11 (1-877-423-6711).

Printable View

OK

Print Confirmation